



**DESIGN COMMISSION**  
**MONDAY, JULY 25, 2016 6:00 PM**  
**AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101**  
**301 W. SECOND STREET, AUSTIN, TEXAS 78701**

**Current Commission Members**

_____ Evan Taniguchi – Chair	_____ Martha Gonzalez
_____ Bart Whatley – Vice-Chair	_____ Conor Kenny
_____ David Carroll	_____ Ben Luckens
_____ Aan Coleman	_____ Melissa Henao-Robledo
_____ Samuel Franco	_____ Heyden Walker
	_____ Katie Mulholland, (COA-PAZ) Executive Liaison
	_____ Nichole Koerth (COA – PAZ) Staff Liaison

**AGENDA**

Please note: Posted times are for time-keeping purposes only. The Commission may take any item(s) out of order and no express guarantee is given that any item(s) will be taken in order or at the time posted.

	Approx. time
<b>CALL TO ORDER AND ROLL CALL</b>	<b>6:00 PM</b>
<b>1. CITIZEN COMMUNICATION: GENERAL</b> The first five speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.	<b>6:00 PM</b>
<b>2. MEETING MINUTES</b> a. Discussion and possible action on the June 27, 2016 meeting minutes;	<b>6:15 PM</b>
<b>3. NEW BUSINESS (Discussion and Possible Action):</b> a. Discussion and possible action on the City of Austin Dove Springs Recreation Center design development project submittal located at 5801 Ainez Dr. seeking support for the project. ( <a href="#">David Smythe-Macaulay, COA-PW</a> ).	<b>6:30 PM</b>

<b>4. OLD BUSINESS (Discussion and Possible Action):</b> a. Discussion and possible action on the Infrastructure Project application Checklist (Chair Taniguchi);	<b>6:45 PM</b>
<b>5. COMMITTEE AND LIAISON REPORTS (Discussion and Possible Action):</b> a. Standing Committees Reports; b. Working Group Reports; c. Liaison Reports; and d. Appointment of Committee/Working Group members by Chair.	<b>7:00 PM</b>
<b>6. STAFF BRIEFINGS:</b> None	<b>7:10 PM</b>
<b>7. FUTURE AGENDA ITEMS:</b> None	<b>7:10 PM</b>
<b>8. ANNOUNCEMENTS:</b> a. Chair Announcements; b. Items from Commission Members; and c. Items from City Staff: None	<b>7:15 PM</b>
<b>ADJOURNMENT</b>	<b>7:30 PM</b>

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days before the meeting date. Please contact Nichole Koerth in the Planning and Zoning Department, at [nichole.koerth@austintexas.gov](mailto:nichole.koerth@austintexas.gov) or (512) 974-2752, for additional information. TTY users route through Relay Texas at 711.

### **Design Commission Committees, Working Groups, and Liaisons**

### **Committees**

1. Executive Committee: E. Taniguchi, B. Whatley

### **Working Groups**

1. Planning and Urban Design Working Group: E. Taniguchi, H. Walker, B. Whatley, A. Coleman
2. Architecture and Development Working Group: B. Whatley, M. Gonzalez, D. Carroll
3. Landscape and Infrastructure Working Group: S. Franco, M. Henao-Robledo, A. Coleman, B. Luckens
4. Public Engagement Working Group: B. Luckens, S. Franco, M. Henao-Robledo; C. Kenny

### **Design Commission Liaisons**

1. Downtown Comm. Liaison / Downtown Austin Plan: Samuel Franco
2. Airport Boulevard Redevelopment Initiative: Pending

### **Design Commission Executive Liaison:**

Katie Mulholland, Planner

Urban Design, Planning and Zoning Department

City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704

Phone: (512) 974-3362 ■ E-mail: [katie.mulholland@austintexas.gov](mailto:katie.mulholland@austintexas.gov)

### **Design Commission Staff Liaison:**

Nichole Koerth, Administrative Senior

Urban Design, Planning and Zoning Department

City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704

Phone: (512) 974-2752 ■ E-mail: [nichole.koerth@austintexas.gov](mailto:nichole.koerth@austintexas.gov)

### **Resources:**

1. The Urban Design Guidelines for Austin can be accessed here:  
[Urban Design Guidelines for Austin.](#)
2. Design Commission backup may be accessed here: [Design Commission Backup.](#)



**DESIGN COMMISSION**  
**MONDAY, June 27, 2016 6:00 PM**  
**AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101**  
**301 W. SECOND STREET, AUSTIN, TEXAS 78701**

Meeting Minutes

**Call to order by: E. Taniguchi at 6:17 PM.**

**Roll Call: M. Henao-Robledo, S. Franco, C. Kenny, not present.**  
**B. Luckens arrived at 6:25 PM**

**1. CITIZEN COMMUNICATION: None.**

**2. MEETING MINUTES:**

a. Discussion and possible action on the November 23, 2015 meeting minutes;

**The motion to approve the minutes as drafted made by H. Walker; Second by B. Whatley; was approved on a vote of [6-0]. [M. Henao-Robledo, S. Franco, C. Kenny not present].**

b. Discussion and possible action on the January 25, 2016 meeting minutes;

**The motion to approve the minutes as drafted made by H. Walker; Second by M. Gonzales; was approved on a vote of [6-0]. ]. [M. Henao-Robledo, S. Franco, C. Kenny not present].**

c. Discussion and possible action on the February 22, 2016 meeting minutes;

**The motion to approve the minutes as drafted made by H. Walker; Second by E. Taniguchi; was approved on a vote of [6-0]. ]. [M. Henao-Robledo, S. Franco, C. Kenny not present].**

d. Discussion and possible action on the March 28, 2016 meeting minutes;

**The motion to approve the minutes as drafted made by H. Walker; Second by A. Coleman; was approved on a vote of [6-0]. ]. [M. Henao-Robledo, S. Franco, C. Kenny not present].**

e. Discussion and possible action on the April 25, 2016 meeting minutes;

**The motion to approve the minutes as drafted made by A. Coleman; Second by E. Taniguchi; was approved on a vote of [6-0]. ]. [M. Henao-Robledo, S. Franco, C. Kenny not present].**



f. Discussion and possible action on the May 23, 2016 meeting minutes;

**The motion to approve the minutes as drafted made by M. Gonzales; Second by H. Walker; was approved on a vote of [6-0]. [M. Henao-Robledo, S. Franco, C. Kenny not present].**

**3. NEW BUSINESS (Discussion and Possible Action): None.**

**4. OLD BUSINESS (Discussion and Possible Action)**

- a. Discussion and possible action on the Infrastructure Project application Checklist (Chair Taniguchi)

Chair E. Taniguchi opened the floor for discussion. Commissioner D. Carroll and Commissioner M. Gonzales provided input and research. A. Coleman suggested the application reflect Imagine Austin's spirit and intent, and have one encompassing checklist to cover all projects. A. Coleman also suggested DAC records be available, if any, to acknowledge if projects have met with code. Chair E. Taniguchi recommended council begins seeing applicants at 30% (Schematic Design).

**By consensus, the draft checklist was referred to the Executive Committee to incorporate all comments and bring back at the July meeting.**

- b. Discussion and possible action on the 2016 Design Commission Annual Work Plan;

**The motion to continue Development of Infrastructure Design Guidelines, with removal of C- Codenext made by B. Whatley; Second by M. Gonzales; was approved on a vote of [7-0]. [M. Henao-Robledo, S. Franco, C. Kenny not present].**

**5. COMMITTEE AND WORKING GROUP REPORTS (Discussion and Possible Action)**

- a. Standing Committees Reports: None.
- b. Working Group Reports: None.
- c. Liaison Reports: None.
- d. Appointment of Committee/Working Group members by Chair: None.

**6. STAFF BRIEFINGS: None**

**7. FUTURE AGENDA ITEMS: None.**

**8. ANNOUNCEMENTS**

- a. Chair Announcements: None.
- b. Items from Commission Members: None.
- c. Items from City Staff: None

**ADJOURNMENT by consensus at: 7:40 PM**

DRAFT



## **DESIGN COMMISSION PROJECT REVIEW SUBMITTAL AND PROCESS**

### **INTRODUCTION**

The Design Commission provides advisory recommendations to the city council to assist in developing public policy and to promote excellence in the design and development of the urban environment. The Commission seeks to foster a pedestrian-oriented, walkable city.

It is requested projects are presented to the Design Commission in their Conceptual/Schematic Design phase. For municipal buildings and associated site development projects seeking Subchapter E Design Standards Alternative Equivalent Compliance (AEC) shall be presented to the Commission before AEC is granted accordance with City Council Resolution No. 20100923-086.

It is strongly recommended that each applicant meet with Staff to make submission for Design Commission review. Please see Staff contact information at the end of this document.

### **MINIMUM ITEMS TO BE SUBMITTED IN AN ELECTRONIC (Adobe PDF) BACKUP PACKET TO CITY STAFF:**

1. Complete Project Submittal Consideration Sheet. In the narrative, include (as applicable) project use(s), square footage of use(s), number of dwelling units, number of floors, height, amount of open space, FAR, nearby transportation, and surrounding context.
2. Describe how the Commission can assist in making your project better for the community. Please be as specific as possible.
3. Provide vicinity plan locating the project in the city, vicinity plan showing a minimum 9 block area around the project, conceptual site plan, floor plan diagram, exterior elevation and/or conceptual 3D view. Sheets to be no larger than 11x17. Submitted drawings should demonstrate compliance with Subchapter E Design Standards, as applicable.
4. List any sustainability highlights and community benefits offered.
5. Relate the project to applicable items addressed in the Urban Design Guidelines.

**OTHER ITEMS THAT MAY BE SUBMITTED / PRESENTED (but not included in printed Commissioner standard backup package)**

Provide any other materials (narrative / graphics / slide images) to further describe the project.

## **REVIEW PROCESS**

1. Applicant submits documents to Staff a minimum of ten days prior to the posted item for review on the agenda (see Design Commission Calendar of Regular Meetings).
2. Staff reviews submittal for completeness.
3. Design Commission meets and hears a presentation by the Owner/Applicant/Architect. Staff provides backup to Commissioners, including letters/decisions from other Boards and Commissions.
4. Design Commission may direct a Project Review Working Group to meet on a project and further refine Commission comments. If this happens, the Project Review Working Group will take comments from the full Design Commission meeting, add their comments, and coordinate with the Design Commission Chair to issue a letter to Council. The Project Review Working Group shall meet prior to the next regularly-scheduled Design Commission to finalize comments on any project submittal. The goal is for this to happen in a 1 month timeframe.
5. At the end of a project review, the Design Commission will submit a letter to City Council, or it will rely on comments at a meeting being recorded in meeting minutes.
6. After completion of a Project Review Letter, either by the full Commission or by the Project Review Working Group. Staff will forward any Design Commission letter to applicable Boards/Commissions and the Council department liaison for distribution to the Mayor and City Council.
7. Design Commission may request that an Owner/Applicant or City Staff submit an update report in the future so that the Commission can review progress as a project is further detailed.

## **GENERAL CONSIDERATIONS**

### ***Incomplete Applications***

Should Staff determine that the application is incomplete; it shall be returned to the applicant and not be posted on agenda for consideration by the Commission.

**Submissions without the required Adobe PDF electronic file shall be deemed incomplete.**

### ***Public Notice***

Posting of public notices on the proposed project site or giving notice to adjacent property owners is not required by the enabling ordinance for the Austin Design Commission. The posted agenda for the Design Commission meetings serves to inform the public of subjects considered by the Commission. The applicant shall note that the concomitant regulatory procedures by other boards and commissions have legal public

notice requirements. Actions taken by the Austin Design Commission shall be in respect of and in compliance with such local ordinances and project review procedures.

#### ***Design Commission Advisory Recommendations***

The Commission will consider Project Review Applications during its regularly scheduled monthly public meetings and issue an advisory recommendation in the form of a Project Review Letter. The Letter will be sent to the applicant, the chair of the applicable planning commission of the City, the liaison department and the City Council.

#### ***Limits on Resubmissions***

Applicants are limited to two (2) resubmissions per design phase (as described herein) and shall notify Commission Staff of the intent and desire to resubmit project(s) for review within seven (7) days of the action vote by the Commission. The Commission shall consider such resubmissions prior to issuing the Project Review Report.

#### ***Rebuttal of Project Review Report***

Since the Commission issues advisory recommendations only, there is no instance for appeals to the Commission. Rebuttals of such advisory recommendations may be made by the Applicant to the applicable planning commission, city department or City Council in accordance with applicable standard processes and procedures.

#### ***Urban Design Guidelines***

A copy of the Urban Design Guidelines for Austin can be found at the following location:  
[http://www.ci.austin.tx.us/downtown/downloads/urban\\_design\\_guidelines\\_for\\_austin.pdf](http://www.ci.austin.tx.us/downtown/downloads/urban_design_guidelines_for_austin.pdf)

#### ***Staff Contact***

By appointment, City Staff is available for consultation on submittal requirements. To schedule a pre-submission conference or for information on any of the above submittal requirements please contact:

Jorge E. Rousselin, CNU-A, Development Services Process Coordinator  
Urban Design - Planning and Development Review Department  
City of Austin, One Texas Center, 505 Barton Springs Rd., Suite 575, Austin, TX 78704  
P: (512) 974-2975 E-mail: [jorge.rousselin@ci.austin.tx.us](mailto:jorge.rousselin@ci.austin.tx.us)



**City of Austin  
Design Commission – Project Submittal Consideration Sheet**

<b>Project Name:</b>		
<b>Project Location/Address:</b>		
<b>Applicant:</b>	<b>Property Owner:</b>	
<b>Mailing Address:</b>	<b>Mailing Address:</b>	
<b>Phone Number:</b>	<b>Phone Number:</b>	
<b>Project Architect/Engineer:</b>	<b>Project Start Date:</b>	<b>Project End Date:</b>
<b>Mailing Address:</b>	<b>Phone Number:</b>	
<b>Is project subject to redevelopment site plan or zoning application approvals?</b>  <b>Yes                      No</b>	<b>Anticipated Dates of Action</b>  <b>Planning Commission:</b> <b>City Council:</b>	
<b>Narrative Description of Proposed Project (including entitlements that you are seeking; attach or add additional page(s) as necessary) :</b>		
<b>Is Alternative Equivalent Compliance (AEC) requested for this project?</b>  <b>Yes                      No                      If yes, please refer to following page</b>		
<b>Current Status of Submittal:</b>		
Conceptual	Schematic	Design Development
<b>Do you have a copy of the Urban Design Guidelines for Austin?      Yes                      No</b>		
<b>If not, please see:</b> <a href="http://www.ci.austin.tx.us/downtown/downloads/urban_design_guidelines_for_austin.pdf">http://www.ci.austin.tx.us/downtown/downloads/urban_design_guidelines_for_austin.pdf</a>		
<b>Please fill in the subsequent information on the following pages.</b>		



**City of Austin  
Design Commission – Project Submittal Consideration Sheet (Continued)**

Relate the project to applicable items addressed in the Urban Design Guidelines for Austin. For an explanation of each guideline, please review the document at:  
[http://www.ci.austin.tx.us/downtown/downloads/urban\\_design\\_guidelines\\_for\\_austin.pdf](http://www.ci.austin.tx.us/downtown/downloads/urban_design_guidelines_for_austin.pdf)

***ALTERNATIVE EQUIVALENT COMPLIANCE (AEC)***

***Is AEC being requested for this project?***                      **Yes**                      **No**

If yes, please explain nature of request including alternatives offered and entitlements sought. Attach additional page if necessary.

***AREA WIDE GUIDELINES***

***1. Create dense development***

incorporated,                      need input,                      N/A

***2. Create mixed-use development***

incorporated,                      need input,                      N/A

**3. Limit development which closes downtown streets**

incorporated,	need input,	N/A
---------------	-------------	-----

**4. Buffer neighborhood edges**

incorporated,	need input,	N/A
---------------	-------------	-----

**5. Incorporate civic art in both public and private development**

incorporated,	need input,	N/A
---------------	-------------	-----

**6. Protect important public views**

incorporated,	need input,	N/A
---------------	-------------	-----

**7. Avoid historical misrepresentations**

incorporated,	need input,	N/A
---------------	-------------	-----

**8. Respect adjacent historic buildings**

incorporated,	need input,	N/A
---------------	-------------	-----

**9. Acknowledge that rooftops are seen from other buildings and the street**

incorporated,	need input,	N/A
---------------	-------------	-----

**10. Avoid the development of theme environments**

incorporated,	need input,	N/A
---------------	-------------	-----

**11. Recycle existing building stock**

incorporated,	need input,	N/A
---------------	-------------	-----



## **GUIDELINES FOR THE PUBLIC STREETSCAPE**

### ***1. Protect the pedestrian where the building meets the street***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***2. Minimize curb cuts***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***3. Create a potential for two-way streets***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***4. Reinforce pedestrian activity***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***5. Enhance key transit stops***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***6. Enhance the streetscape***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***7. Avoid conflicts between pedestrians and utility equipment***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***8. Install street trees***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***9. Provide pedestrian-scaled lighting***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***10. Provide protection from cars/promote curbside parking***

incorporated,	need input,	N/A
---------------	-------------	-----

**11. Screen mechanical and utility equipment**

incorporated,	need input,	N/A
---------------	-------------	-----

**12. Provide generous street-level windows**

incorporated,	need input,	N/A
---------------	-------------	-----

**13. Install pedestrian-friendly materials at street level**

incorporated,	need input,	N/A
---------------	-------------	-----

**GUIDELINES FOR PLAZAS AND OPEN SPACE**

**1. Treat the four squares with special consideration**

incorporated,	need input,	N/A
---------------	-------------	-----

**2. Contribute to an open space network**

incorporated,	need input,	N/A
---------------	-------------	-----

**3. Emphasize connections to parks and greenways**

incorporated,	need input,	N/A
---------------	-------------	-----

**4. Incorporate open space into residential development**

incorporated,	need input,	N/A
---------------	-------------	-----

**5. Develop green roofs**

incorporated,	need input,	N/A
---------------	-------------	-----

**6. Provide plazas in high use areas**

incorporated,	need input,	N/A
---------------	-------------	-----

**7. Determine plaza function, size, and activity**

incorporated,                      need input,                      N/A

**8. Respond to microclimate in plaza design**

incorporated,                      need input,                      N/A

**9. Consider views, circulation, boundaries, and subspaces in plaza design**

incorporated,                      need input,                      N/A

**10. Provide an appropriate amount of plaza seating**

incorporated,                      need input,                      N/A

**11. Provide visual and spatial complexity in public spaces**

incorporated,                      need input,                      N/A

**12. Use plants to enliven urban spaces**

incorporated,                      need input,                      N/A

**13. Provide interactive civic art and fountains in plazas**

incorporated,                      need input,                      N/A

**14. Provide food service for plaza participants**

incorporated,                      need input,                      N/A

**15. Increase safety in plazas through wayfinding, lighting, & visibility**

incorporated,                      need input,                      N/A

**16. Consider plaza operations and maintenance**

incorporated,                      need input,                      N/A

## **GUIDELINES FOR BUILDINGS**

### ***1. Build to the street***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***2. Provide multi-tenant, pedestrian-oriented development at the street level***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***3. Accentuate primary entrances***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***4. Encourage the inclusion of local character***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***5. Control on-site parking***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***6. Create quality construction***

incorporated,	need input,	N/A
---------------	-------------	-----

### ***7. Create buildings with human scale***

incorporated,	need input,	N/A
---------------	-------------	-----





Cabob St

Alascosa Dr

China Berry Rd

E Stassney Ln

S Pleasant Valley Rd

Icon St

Ferret Path

Parell Path

Galen Ct

Wassall St

Falling Leaf Ln

Mesquite Grove Rd

Walnut Grove Dr

Blackjack Cove

George St

Magnolia Mist Ln

Palo Blanco Ln

Ainez Dr

Escuelita Dr

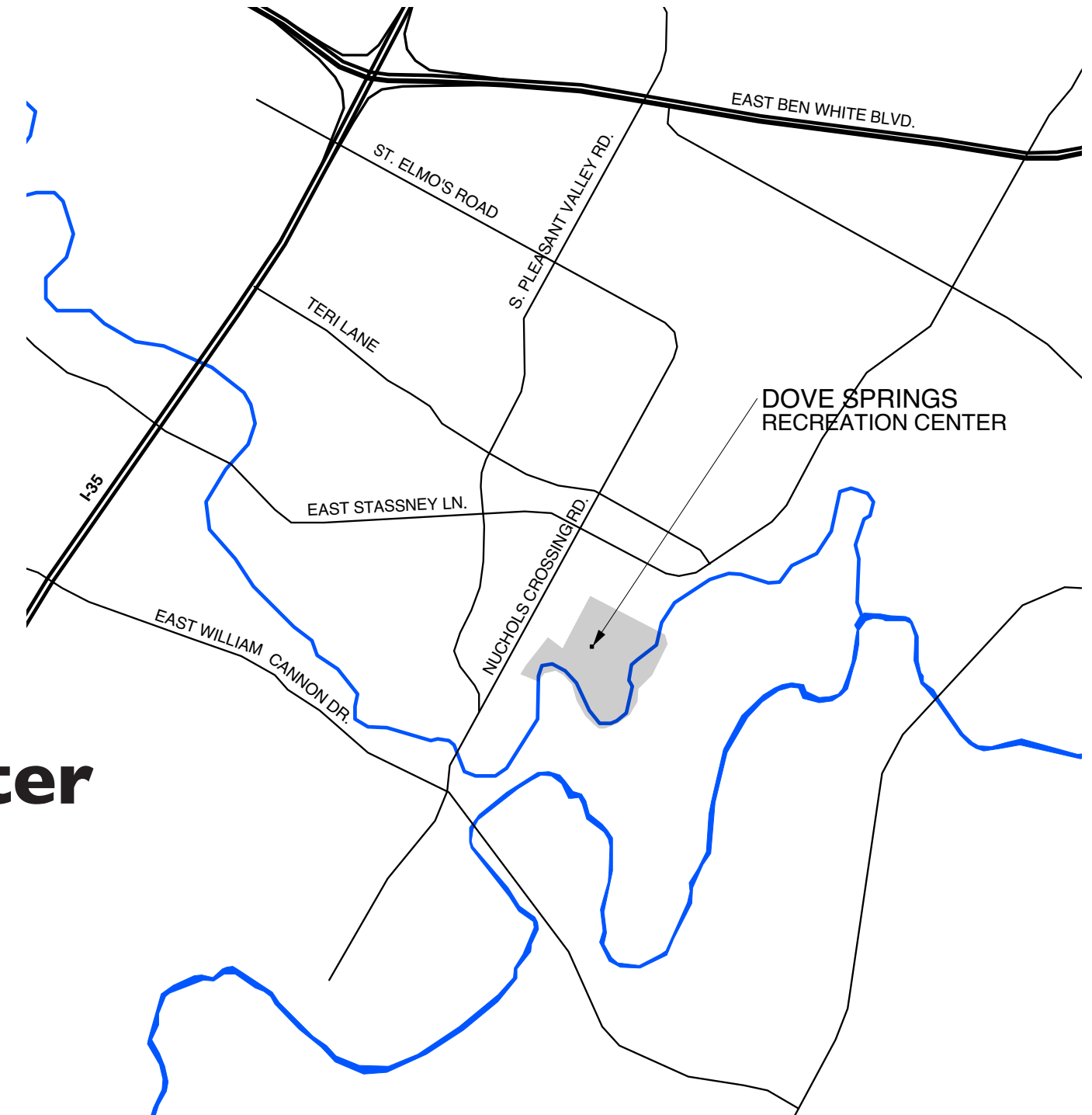
Nuckols Crossing Rd

Little Creek Trail

Turns Dr

Dove Springs Recreation Center





# Dove Springs Recreation Center

Design Commission | City of Austin  
July 25, 2016

LIMBACHER & GODFREY ARCHITECTS



## COMMUNITY ENGAGEMENT

## Desired Services and Programming

May 28, 2014

Widen Elementary School

## Design Diagram Exercise

September 18, 2014

## Widen Elementary School

## Conceptual Design Recommendations

November 19, 2014

## Dove Springs Recreation Center

## Project Update Meeting

October 25, 2015

## Dove Springs Recreation Center

## Project Update Open House

April 30, 2016

## Dove Springs Recreation Center

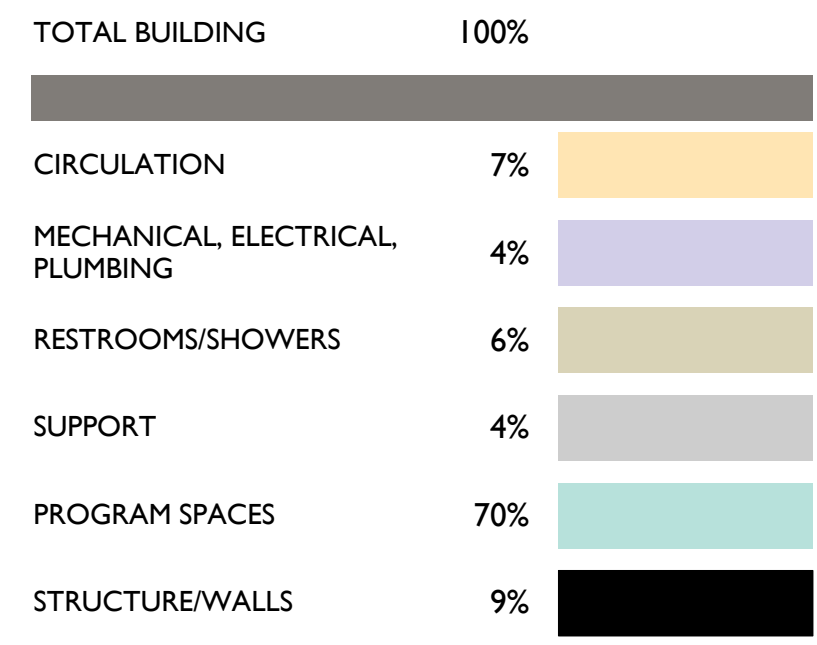




**FLOOR PLAN**

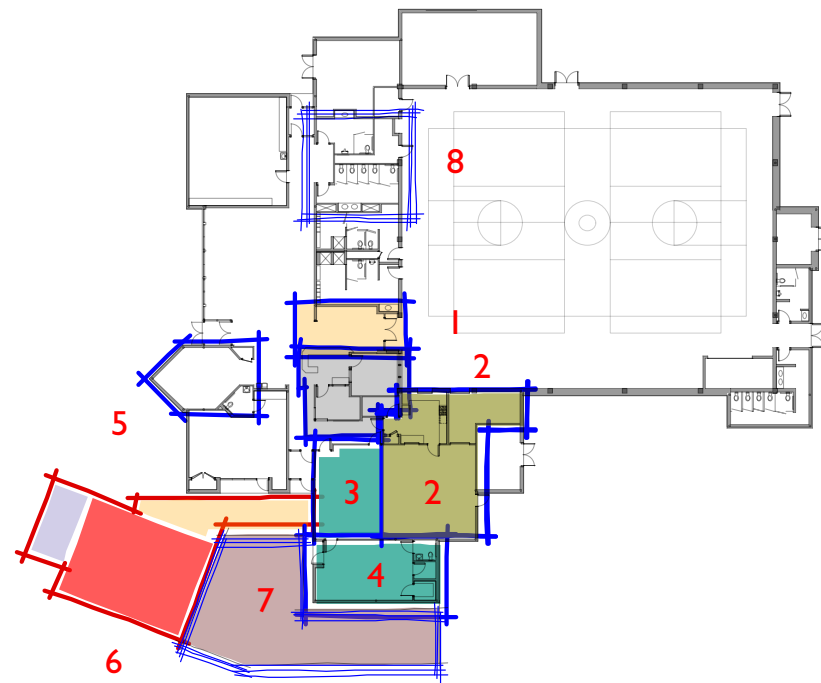
0 5 10 20 30 50

18,100 sq. ft.









## NOTES

- 1** OPEN UP CIRCULATION AREA/REDUCE CONGESTION
  - Remove Vending Machines.
  - Relocate Check-out, check-in.
  - Mitigate noise from Lobby/Games.
- 2** EXPAND EXISTING KITCHEN, IMPROVE OFFICES
  - Instructional Kitchen.
  - Redesign control counter function.
- 3** CONVERT DANCE STUDIO
  - Multi-purpose program space.
  - Remainder: Instructional kitchen.
- 4** CONVERT APD ROOM FOR TEEN ROOM
- 5** CONVERT TELEVISION ROOM TO COMPUTER ROOM
  - Move TV to wall-mounted location in Lobby/Games.
  - Add door to secure computers.
- 6** NEW DANCE STUDIO
- 7** NEW COURTYARD
  - Paved and shaded.
- 8** ACCESSIBILITY UPGRADES
  - Spot issues as identified by RAS.

With designer's license

## A DISTILLATION:

- A new Instructional Kitchen
- A new multi-purpose classroom.
- Repurpose APD.
- Improve functionality of staff spaces.
- One of these:
  - Improvements to Tiny Tots.
  - An additional multi-purpose classroom.
  - A multi-purpose classroom/fitness space.
  - New pool-table space.

SCHEME 3a

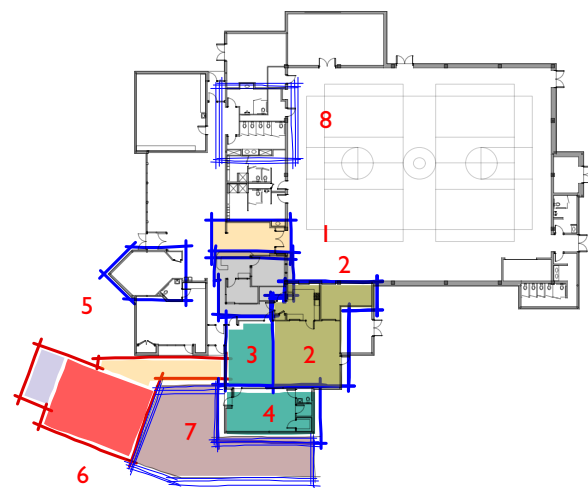
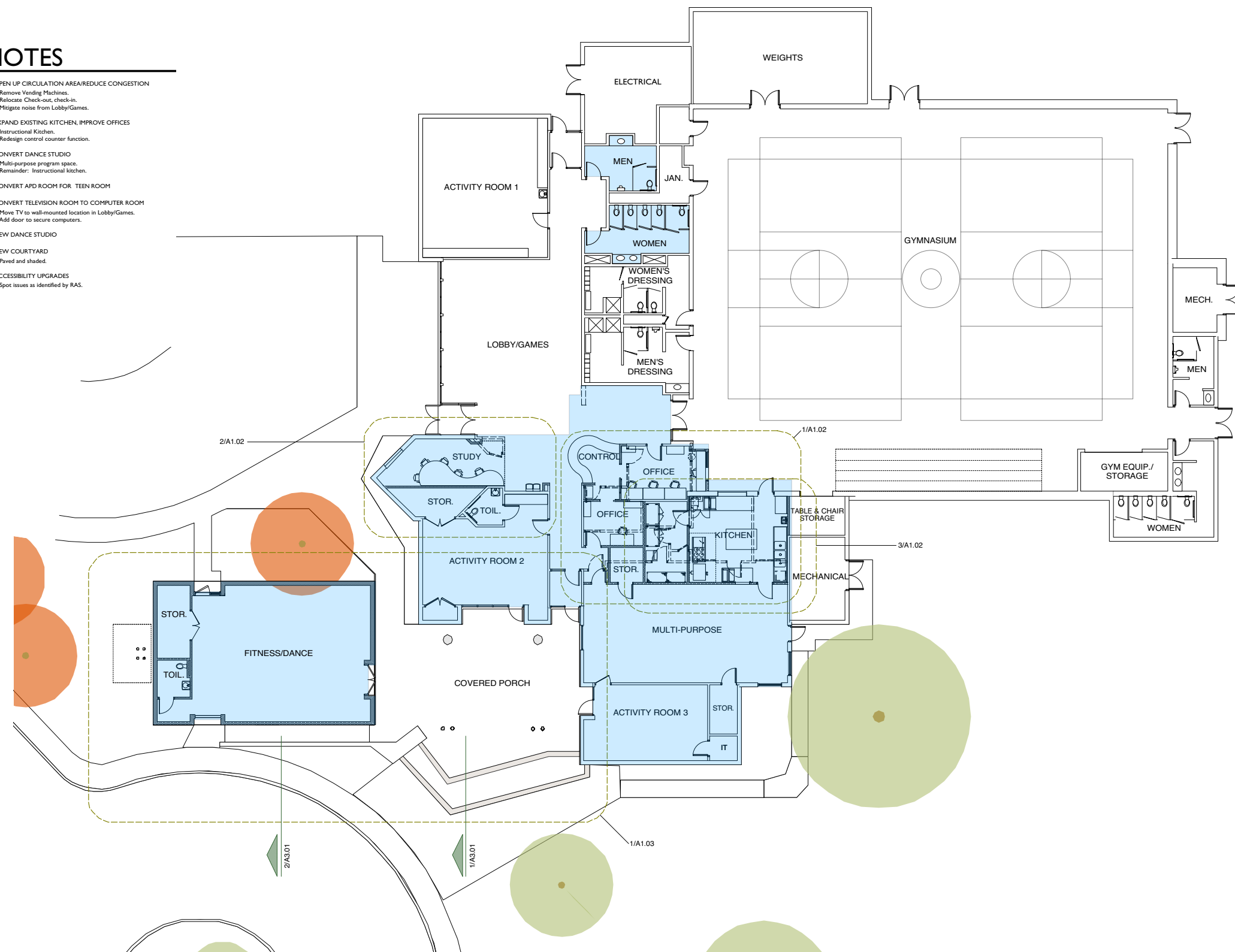


Diagram 3a

## NOTES

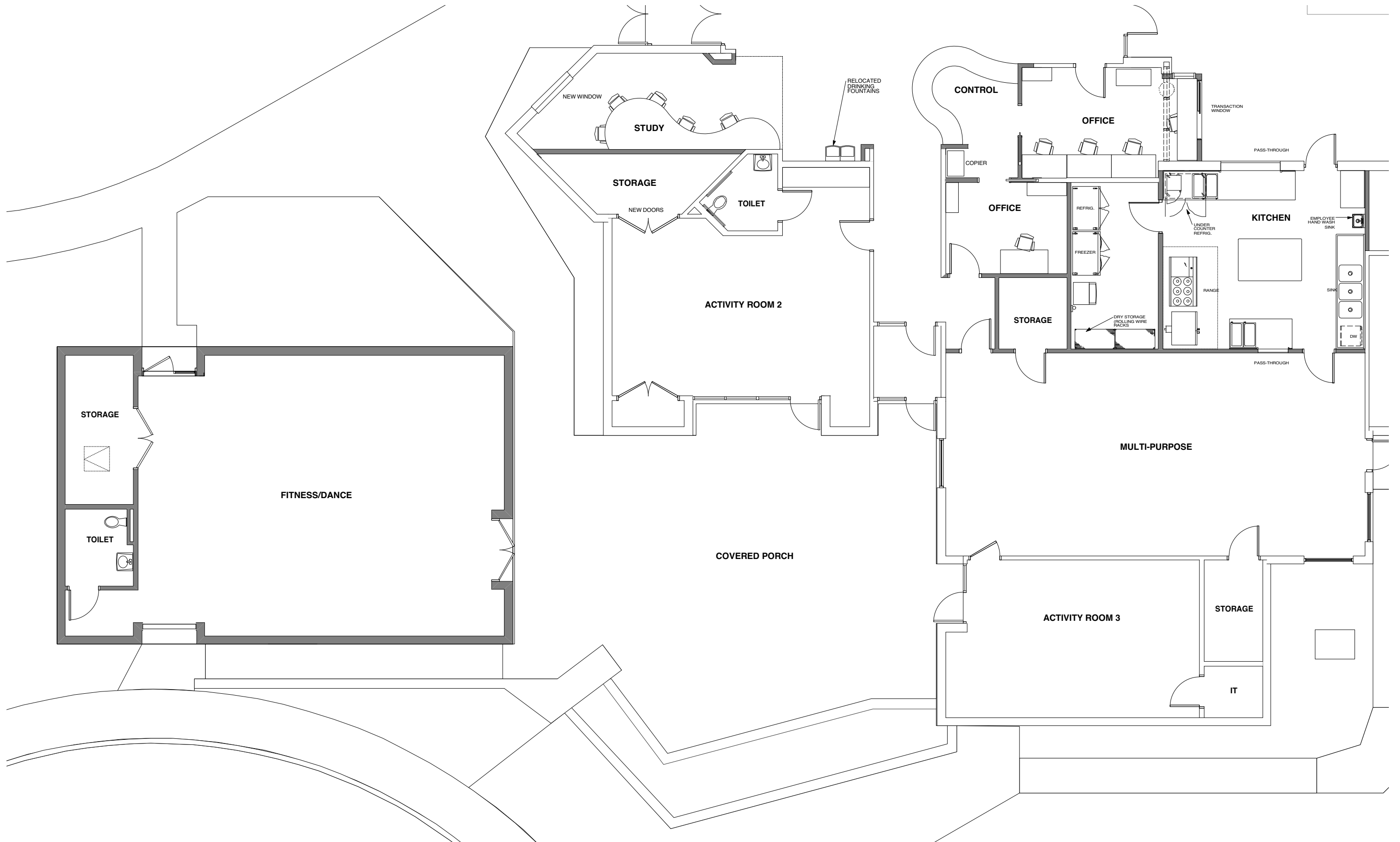
- 1** OPEN UP CIRCULATION AREA/REDUCE CONGESTION
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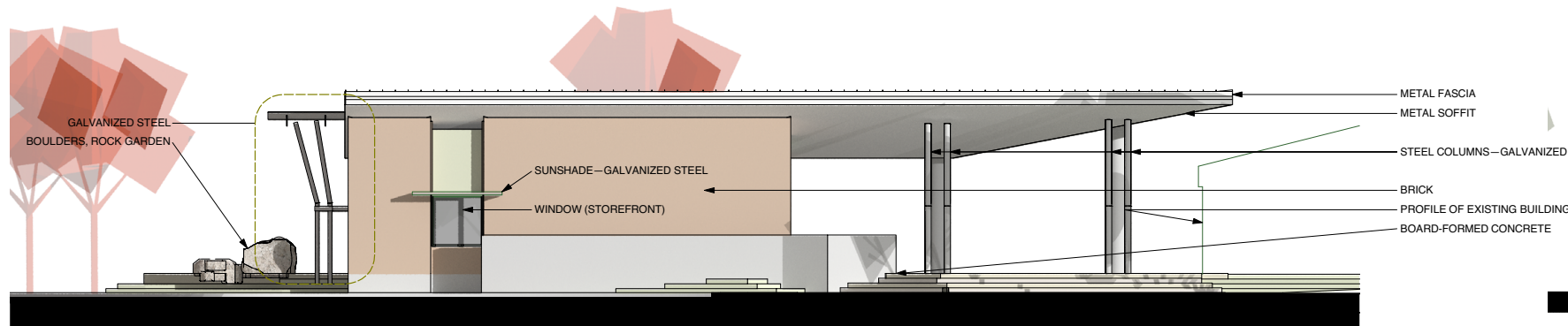
1 FLOOR PLAN  
3/32" = 1'-0"



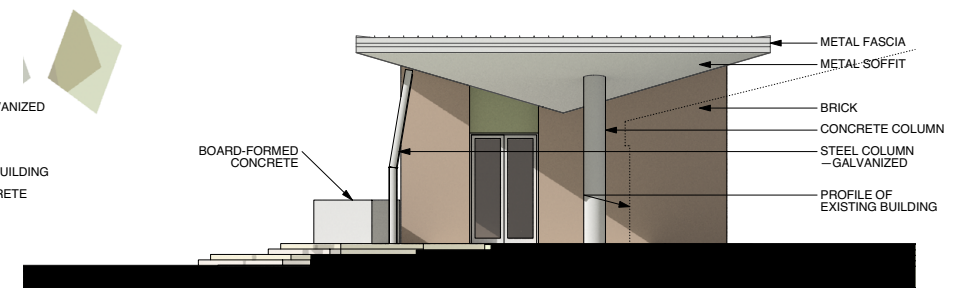
0 5 10 20 30 50



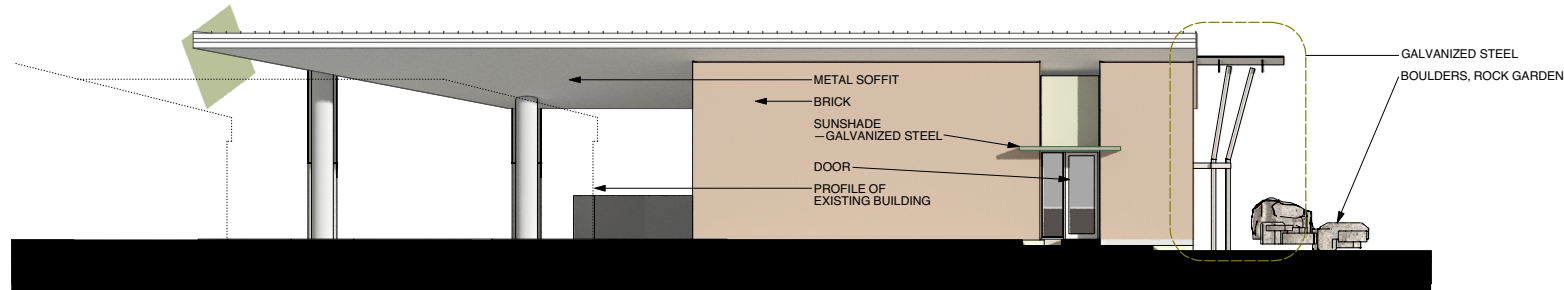




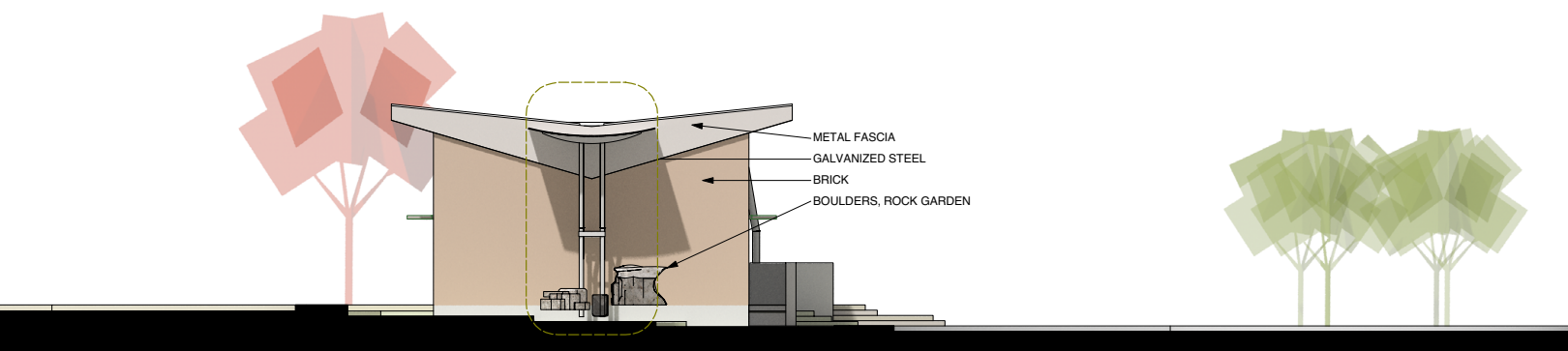
1 EAST ELEVATION  
1/8" = 1'-0"



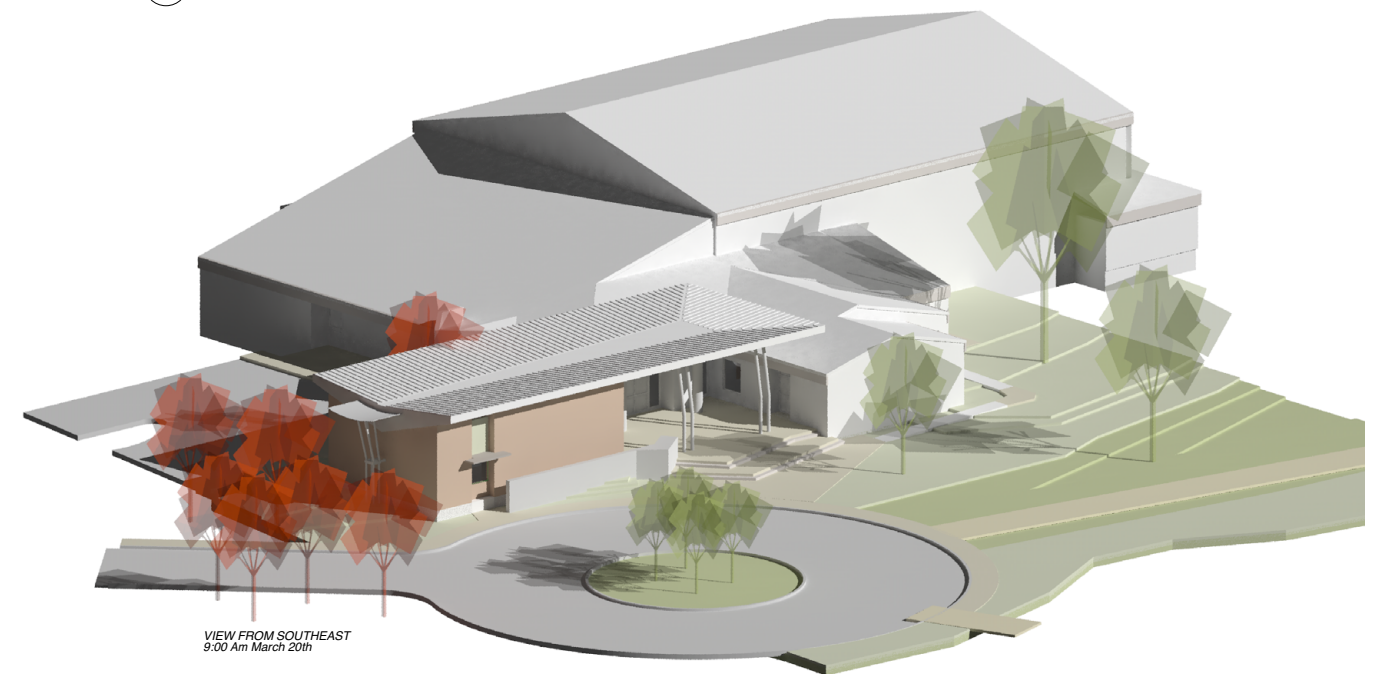
2 NORTH ELEVATION  
1/8" = 1'-0"



3 WEST ELEVATION  
1/8" = 1'-0"



4 SOUTH ELEVATION  
1/8" = 1'-0"





## SUBCHAPTER E REQUIREMENTS

Sidwalk along Ainez Drive

Building Placement





# ALTERNATIVE EQUIVALENT COMPLIANCE

Sidwalk along Ainez Drive

Building Placement



Exhibit C



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**Subject:** Dove Springs Rec Center

**Date:** Wednesday, January 27, 2016 at 10:13:33 PM Central Standard Time

**From:** Galati, Donna

**To:** Smythe-Macaulay, David, llimbacher@limbacher-godfrey.com, Johnson, Kevin

Kevin, David, and Laurie,

The Site Plan Review team all agrees that your proposed site layout is subject to, and appears to already meet, Partial Compliance (Subchapter E, 1.2.3). We agree that it makes more sense to have the trees fill in along the new ADA sidewalk leading from the street up to the building, instead of along the existing sidewalk. This is because Subchapter E has more references to shaded sidewalks along Internal Circulation Routes and sidewalks leading up to the buildings than along suburban roadways.

As we discussed, street trees are not required along the sidewalk on Ainez. Staff agrees that we not require that existing sidewalk to be relocated. It can remain and be considered part of Partial Compliance, which means it will not require Alternative Equivalent Compliance. (and therefore not need to go to Design Commission as part of AEC).

A site plan review will request that you label the existing drives as "Internal Circulation Routes", and require notes about exterior lighting and screening of equipment and utilities.

Please let me know if you have any additional questions.

Thank you,

Donna





# City of Austin

## Design Commission

### Infrastructure Project Application

City Council Resolution 20100819-035 directs the Design Commission to ensure that proposed infrastructure projects “are carefully planned and executed to respect our City’s quality of life”. Infrastructure projects that have the potential to significantly effect the “public realm” shall be reviewed by the Design Commission and shall address each of the items listed below. These projects include electrical substations, water towers, bridges, transit-oriented infrastructure, etc. The City Architect and the Design Commission Executive Staff Liason will be the gatekeepers for this project submittal process and may identify other projects that might fall into this category requiring DC review. Projects that are already required to conform to existing City of Austin guidelines such as the Great Street Master Plan, are not required to be reviewed by the Design Commission.

Project Name:	
Project Location/Address:	
Applicant:	Property Owner:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Project Architect/Engineer and Contact Info (mailing address, phone no, e-mail address)	
Project Start Date:	Project End Date
Is project subject to redevelopment site plan or zoning application approvals?	Planning Commission Action Date:  City Council Action Date:
Narrative Description of Proposed Project (including entitlements that you are seeking; attach or add additional page(s) as necessary)	
Current Status of Submittal: Conceptual Schematic Design Development	

**Please provide a concise (brief but comprehensive) response for each item listed below. These responses will be used to evaluate your project and should be included in your presentation as requested. Provide responses as an attachment to this application.**

- 1] Is this infrastructure project located in a populated area where it could adversely affect the quality of life for those living/working nearby? Adverse conditions include environmental conditions such as noise, air quality, etc; impact on traffic, visual/aesthetic eyesores; lack of adequate buffer to separate project from those living/working at adjacent locations; etc. Illustrate these issues in presentation images.
- 2] Describe how this project addresses relevant sections of Imagine Austin.
- 3] Has community outreach been implemented for this project? If so, please provide documentation of results.
- 4] Is this project occupied on a regular basis, and if so, how many occupants (maximum)?
- 5] If landscaping is provided, describe the type of planting proposed (native, xeriscape?) and how it will be maintained (irrigation system?). Illustrate these issues in presentation images.
- 6] If this project includes a building or structure that is visible by existing/future neighbors, have any/all potential visual/aesthetic eyesore issues been addressed? This could possibly be associated with Item 3. Illustrate these issues in presentation images.
- 7] Describe buffer between project and existing/future neighbors. Illustrate effectiveness of buffer in presentation images.



## City of Austin Design Commission Infrastructure Project Application

City Council Resolution 20100819-035 directs the Design Commission to ensure that proposed infrastructure projects "are carefully planned and executed to respect our City's quality of life". Infrastructure projects that have the potential to significantly effect the "public realm" shall be reviewed by the Design Commission and shall address each of the items listed below. These projects include electrical substations, water towers, bridges, transit-oriented infrastructure, etc. The City Architect and the Design Commission Executive Staff Liason will be the gatekeepers for this project submittal process and may identify other projects that might fall into this category requiring DC review. Projects that are already required to conform to existing City of Austin guidelines such as the Great Street Master Plan, are not required to be reviewed by the Design Commission.

**COMMENTED [BL6]:** Does this leave project selection and timing of the DC review to staff?

Project Name:	
Project Location/Address:	
Applicant:	Property Owner:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Project Architect/Engineer and Contact Info (mailing address, phone no, e-mail address)	
Project Start Date:	Project End Date
Is project subject to redevelopment site plan or zoning application approvals?	Planning Commission Action Date:
	City Council Action Date:
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Current Status of Submittal: Conceptual Schematic Design Development	

**COMMENTED [BL1]:** Construction?

**COMMENTED [BL3]:** As applicable (Site plans per § 25-5-142 - Land Use Commission Approval. CC for appeals).

**COMMENTED [BL2]:** Is a redevelopment site plan a site plan under § 25-8-25?  
We're seeing the project at site plan stage; zoning should already have been resolved.

**COMMENTED [BL4]:** As applicable

**COMMENTED [BL5]:** We should specify that we prefer to see the site plan at conceptual/schematic stage

Please provide a concise (brief but comprehensive) response for each item listed below. These responses will be used to evaluate your project and should be included in your presentation as requested. Provide responses as an attachment to this application.

1) Is this infrastructure project located in a populated area where it could adversely affect the quality of life for those living/working nearby? Adverse conditions include environmental conditions such as noise, air quality, etc; impact on traffic, visual/aesthetic eyesores; lack of adequate buffer to separate project from those living/working at adjacent locations; etc. Illustrate these issues in presentation images.

**COMMENTED [BL7]:** I think we make this our determination to make based on the submittal materials.

2) Describe how this project addresses relevant sections of Imagine Austin.

**COMMENTED [BL8]:** What are the relevant sections? Maybe we can just ask the proponent to explain how the project supports Imagine Austin/other adopted plans.

3) Has community outreach been implemented for this project? If so, please provide documentation of results.

4) Is this project occupied on a regular basis, and if so, how many occupants (maximum)?

5) If landscaping is provided, describe the type of planting proposed (native, xeriscape?) and how it will be maintained (irrigation system?). Illustrate these issues in presentation images.

6) If this project includes a building or structure that is visible by existing/future neighbors, have any/all potential visual/aesthetic eyesore issues been addressed? This could possibly be associated with Item 3. Illustrate these issues in presentation images.

**COMMENTED [BL9]:** Have potential visual/aesthetic issues been addressed?

7) Describe buffer between project and existing/future neighbors. Illustrate effectiveness of buffer in presentation images.

**COMMENTED [BL10]:** and how they were mitigated

Vicinity map/aerial

Topo for viewshed analysis

Adjacent uses

Adjacent zoning

Connections to adjacent transit/sidewalks

Future land use map (FLUM) for sites within adopted neighborhood plan

Is the site within an Imagine Austin activity center or corridor



# DESIGN COMMISSION PROJECT REVIEW

## PROJECT REVIEW AND SUBMITTAL PROCESS

### INTRODUCTION

The Design Commission provides advisory recommendations to the city council to assist in developing public policy and to promote excellence in the design and development of the urban environment. The Commission seeks to foster a pedestrian-oriented, walkable city.

It is requested projects be presented to the Design Commission in their Conceptual/Schematic Design phase. For municipal buildings and associated site development projects seeking Subchapter E Design Standards Alternative Equivalent Compliance (AEC) shall be presented to the Commission before AEC is granted accordance with City Council Resolution No. 20100923-086.

It is strongly recommended that each applicant meet with Staff to make submission for Design Commission review. Please see Staff contact information at the end of this document.

### MINIMUM ITEMS TO BE SUBMITTED IN AN ELECTRONIC (Adobe PDF) BACKUP PACKET TO CITY STAFF:

1. Complete Project Submittal Consideration Sheet. In the narrative, include (as applicable) project use(s), square footage of use(s), number of dwelling units, number of floors, height, amount of open space, FAR, nearby transportation, and surrounding context.
2. Describe how the Commission can assist in making your project better for the community. Please be as specific as possible.
3. Provide vicinity plan locating the project in the city, vicinity plan showing a minimum 9 block area around the project, conceptual site plan, floor plan diagram, exterior elevation and/or conceptual 3D view. Sheets to be no larger than 11x17. Submitted drawings should demonstrate compliance with Subchapter E Design Standards, as applicable.
4. List any sustainability highlights and community benefits offered.
5. Relate the project to applicable items addressed in the Urban Design Guidelines.

### OTHER ITEMS THAT MAY BE SUBMITTED / PRESENTED (but not included in printed Commissioner standard backup package):

Provide any other materials (narrative / graphics / slide images) to further describe the project.

### REVIEW PROCESS

1. Applicant submits documents to Staff a minimum of ten days prior to the posted item for review on the agenda (see Design Commission Calendar of Regular Meetings).
2. Staff reviews submittal for completeness.
3. Design Commission meets and hears a presentation by the Owner/Applicant/Architect. Staff provides backup to Commissioners, including letters/decisions from other Boards and Commissions.
4. Design Commission may direct a Project Review Working Group to meet on a project and further refine Commission comments. If this happens, the Project Review Working Group will take comments from the full Design Commission meeting, add their comments, and coordinate with the Design Commission Chair to issue a letter to Council. The Project Review Working Group shall meet prior to the next regularly-scheduled Design Commission to finalize comments on any project submittal. The goal is for this to happen in a 1 month timeframe.

## PROJECT REVIEW AND SUBMITTAL PROCESS

5. At the end of a project review, the Design Commission will submit a letter to City Council, or it will rely on comments at a meeting being recorded in meeting minutes.
6. After completion of a Project Review Letter, either by the full Commission or by the Project Review Working Group. Staff will forward any Design Commission letter to applicable Boards/Commissions and the Council department liaison for distribution to the Mayor and City Council.
7. Design Commission may request that an Owner/Applicant or City Staff submit an update report in the future so that the Commission can review progress as a project is further detailed.

### GENERAL CONSIDERATIONS

#### ***Incomplete Applications***

Should Staff determine that the application is incomplete; it shall be returned to the applicant and not be posted on agenda for consideration by the Commission. Submissions without the required Adobe PDF electronic file shall be deemed incomplete.

#### ***Public Notice***

Posting of public notices on the proposed project site or giving notice to adjacent property owners is not required by the enabling ordinance of the Design Commission. The posted agenda for the Design Commission meetings serves to inform the public of subjects considered by the Commission. The applicant shall note that the concomitant regulatory procedures by other boards and commissions have legal public notice requirements. Actions taken by the Austin Design Commission shall be in respect of and in compliance with such local ordinances and project review procedures.

#### ***Design Commission Advisory Recommendations***

The Commission will consider Project Review Applications during its regularly scheduled monthly public meetings and may issue an advisory recommendation in the form of a Project Review Letter. The Letter will be sent to the applicant, the chair of the applicable planning commission of the City, the liaison department and the City Council.

#### ***Limits on Resubmissions***

Applicants are limited to two (2) resubmissions per design phase (as described herein) and shall notify Commission Staff of the intent and desire to resubmit project(s) for review within seven (7) days of the action vote by the Commission. The Commission shall consider such resubmissions prior to issuing the Project Review Report.

#### ***Rebuttal of Project Review Report***

Since the Commission issues advisory recommendations only, there is no instance for appeals to the Commission. Rebuttals of such advisory recommendations may be made by the Applicant to the applicable planning commission, city department or City Council in accordance with applicable standard processes and procedures.

**Staff Contact:** Jorge E. Rousselin, CNU-A, [jorge.rousselin@austintexas.gov](mailto:jorge.rousselin@austintexas.gov); (512) 974-2975

**Urban Design Guidelines** The Urban Design Guidelines for Austin can be found at the following location: [UDG for Austin](#).



# DESIGN COMMISSION PROJECT REVIEW

## PROJECT INFORMATION

Project Name

Project Location/Address

Applicant

Property Owner

Mailing Address

Mailing Address

Phone Number

Phone Number

Project Architect/Engineer

Project Start Date

Project End Date

Mailing Address and Phone Number:

Is project subject to site plan or zoning application approvals?

Yes

No

Date of Planning Commission Review (if applicable)

Date of City Council Review (if applicable)

Is Alternative Equivalent Compliance (AEC) under LDC Subchapter E requested for this project?

Yes

No

If yes, please refer to following pages

Current Status of Submittal

Conceptual

Schematic

Design Development

Do you have a copy of the Urban Design Guidelines for Austin?

Yes

No

If not, please review the guidelines here: [Urban Design Guidelines for Austin](#)

## EXISTING CONDITIONS AND CONTEXT

1. Provide project background including goals, scope, budget, and schedule. Attach additional pages as needed.

2. What is the character (context) of the area surrounding the project? (check all that apply)

Urban	Suburban	Mix of Uses	Other (please describe):
Rural	Within ETJ	Downtown	

3. What common destinations might people need to travel to, from your project site? Examples include transit stops, schools, parks, shopping and mixed-use centers, employment centers, housing, etc. Could they walk, bike, or take transit? Are there sidewalks?

4. What regulatory districts, overlays, and policy direction exist in the project area?

Imagine Austin Center	TOD	Great Streets	Sub. E Core Transit Corridor	MUD	NBG
Imagine Austin Corridor	UNO	Neighborhood Plan	Sub.E Urban Roadway	PID	ERC

5. Describe existing entitlements on the project area. (e.g., zoning classification, conditional overlays, combining districts). Attach additional pages as needed.

6. Are there environmental features existing within the project site or the ROW, to be preserved, protected or celebrated? (e.g. heritage trees, creek). Attach additional pages as needed.

7. Within the right-of-way (ROW), what accommodations need to be made for drainage and flooding, water quality, or erosion? What opportunities exist for landscaping along the ROW? Attach additional pages as needed.



## URBAN DESIGN GUIDELINES INTEGRATION

8. Provide a detailed explanation as to how the project incorporates the [Urban Design Guidelines](#). Be specific and reference specific design guidelines. Attach additional pages as needed.

9. Provide a detailed explanation of how any proposed structures will interface with the public realm. The public realm, for purposes of this discussion, is defined as the area beyond the private property line and includes any public ROW. Attach additional pages as needed.

10. What do you need from the Design Commission? Be specific and reference the Urban Design Guidelines. Attach additional pages as needed.

11. If Alternative Equivalent Compliance is sought, provide a detailed description on the nature of the request, specific LDC sections the project is seeking relief from, and the alternative design solution that is equal to or better than what the LDC requires. Attach additional pages as needed.



## DESIGN COMMISSION PROJECT REVIEW

## PROJECT INFORMATION

Project Name

Project Location/Address

Applicant

Property Owner

Mailing Address

Mailing Address

Phone Number

Phone Number

Project Architect/Engineer

Project Start Date

Project End Date

Mailing Address and Phone Number:

Is project subject to site plan or zoning application approvals?

Yes

No

What design phase is the project being presented currently at?

Submit list of relevant consultants to be present at the Design Commission meeting

Date of Planning Commission Review (if applicable)

Date of City Council Review (if applicable)

Is Alternative Equivalent Compliance (AEC) under LDC Subchapter E requested for this project?

Yes

No

If yes, please refer to following pages

Do you have a copy of the Urban Design Guidelines for Austin?

Yes

No

If not, please review the guidelines here: [Urban Design Guidelines for Austin](#)

Provide documentation evidence of Neighborhood support for the project

## EXISTING CONDITION AND CONTEXT

1. Provide project background including goals, scope, budget, and schedule. Attach additional pages as needed.

reference specific urban design guideline vision that is accomplished: check each that is applied and elaborate

Promote an intuitive understanding of the layout of any urban place.

Reinforce the sense of time and historical continuity.

Foster physical continuity.

Develop the public nature of all urban places.

Encourage a diversity of uses, activities and sizes of development

Encourage public and private investment in the future of Austin.

Reinforce the unique character of Austin.

Create a safe urban environment.

2. What is the character (context) of the area surrounding the project? (check all that apply)

Urban	Suburban	Mix of Uses	Other (please describe):
Rural	Within ETJ	Downtown	

3. What common destinations might people need to travel to, from your project site? Examples include transit stops, schools, parks, shopping and mixed-use centers, employment centers, housing, etc. Could they walk, bike, or take transit? Are there sidewalks?

4. What regulatory districts, overlays, and policy direction exist in the project area?

Imagine Austin Center	TOD	Great Streets	Sub. E Core Transit Corridor	MUD	NBG
Imagine Austin Corridor	UNO	Neighborhood Plan	Sub. E Urban Roadway	PID	ERC

5. Describe existing entitlements on the project area. (e.g., zoning classification, conditional overlays, combining districts). Attach additional pages as needed.

6. Are there environmental features existing within the project site or the ROW, to be preserved, protected or celebrated? (e.g. heritage trees, creek). Attach additional pages as needed.

7. Within the right-of-way (ROW), what accommodations need to be made for drainage and flooding, water quality, or erosion? What opportunities exist for landscaping along the ROW? Attach additional pages as needed.

## URBAN DESIGN GUIDELINES INTEGRATION

8. Provide a detailed explanation as to how the project incorporates the [Urban Design Guidelines](#). Be specific and reference specific design guidelines. Attach additional pages as needed.

Does it affect existing neighborhood multi-modal circulation? explain  
Does it buffer or enhance neighborhood edges? explain  
Does it incorporate civic art? explain  
Does it provide pedestrian scale lighting? explain

9. Provide a detailed explanation of how any proposed structures will interface with the public realm. The public realm, for purposes of this discussion, is defined as the area beyond the private property line and includes any public ROW. Attach additional pages as needed.

Does it minimize curb cuts?  
Does it reinforce pedestrian activity?  
How does it enhance streetscape?  
Are you installing street trees?  
Are you incorporating open space in new development for light and air  
Are you contributing to an open space network of connectivity?  
Are you emphasizing connections to parks and greenspaces?

10. What do you need from the Design Commission? Be specific and reference the Urban Design Guidelines. Attach additional pages as needed.

11. If Alternative Equivalent Compliance is sought, provide a detailed description on the nature of the request, specific LDC sections the project is seeking relief from, and the alternative design solution that is equal to or better than what the LDC requires. Attach additional pages as needed.

## INFRASTRUCTURE APPLICATION

*Suggested open-ended questions to be tailored per project submittal*

### Building Location

Is the infrastructure project located in a populated area where it interfaces the public realm at any portion above grade?

Where it interfaces the public does it create a street wall that defines the three-dimensional space contributes to its sense of place.

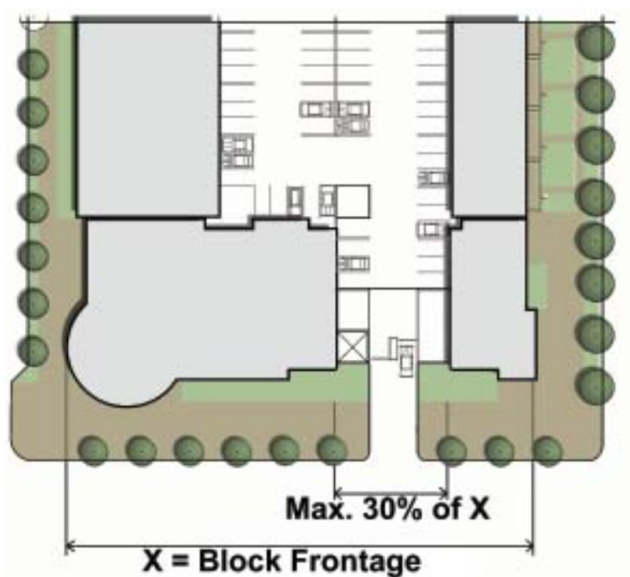
Does it locate and orient uses in a way that encourages and intensifies pedestrian activity and interest along the street.

### Parking Location & Orientation

Does the project locate and orient surface parking on the site in a way that reduces its visual and environmental impact

Does the parking have large areas of asphalt, dark-colored paved areas, and dark-colored roofing can create heat island effects?

*Urban areas are particularly susceptible to the heat island effect, which can create fluctuations in local climate and temperature that may adversely affect nearby landscaping and increase the energy costs of buildings.*



2.4a Structured Parking frontage limit

## **Site Circulation**

Does the project establish a logical and interconnected system of sidewalks, and pathways that balance mobility with the making of significant urban places.

Does the project provide adequate and safe access for automobiles, cyclists, and pedestrians by incorporating the best characteristics of Austin's multi-modal urban street system.

Does it minimize the visual presence of service functions or is the vehicular entrance combined with a pedestrian entrance?



**Example of a screened service area**

## **Pedestrian Access**

Define the relationships to the corners of blocks or major site entrances. Does it provide intent to promote pedestrian scale and visual interest at street level?

Does the project provide a system of street and open space furnishings that unifies and adds character to the urban environment?



### **Open Space Layout**

Does the project provide open space of an adequate size and proportion to serve a variety of community recreation and leisure needs to complement but not replace existing public parks?

Does the project attempt to creatively implement a variety of urban open spaces - i.e. parks, plazas, and expanded streetscapes - that will help define neighborhoods and nodes

Does the open space encourage pedestrians to inhabit and engage the streetscape and open spaces through activities such as relaxing, eating, browsing, gathering, and reading?





## Landscape

How does the project encourage the use of plant materials which are resource efficient?

How does the project integrate landscaping to enhance pedestrian streetscape experience?

Does the landscape accommodate detention of stormwater on site in a way that is a positive part of an integrated landscape design?

Does the project provide stormwater detention areas that are attractively landscaped and can serve the active and passive recreational needs of the community?

### 4. STREETSIDE STORMWATER PLANTER

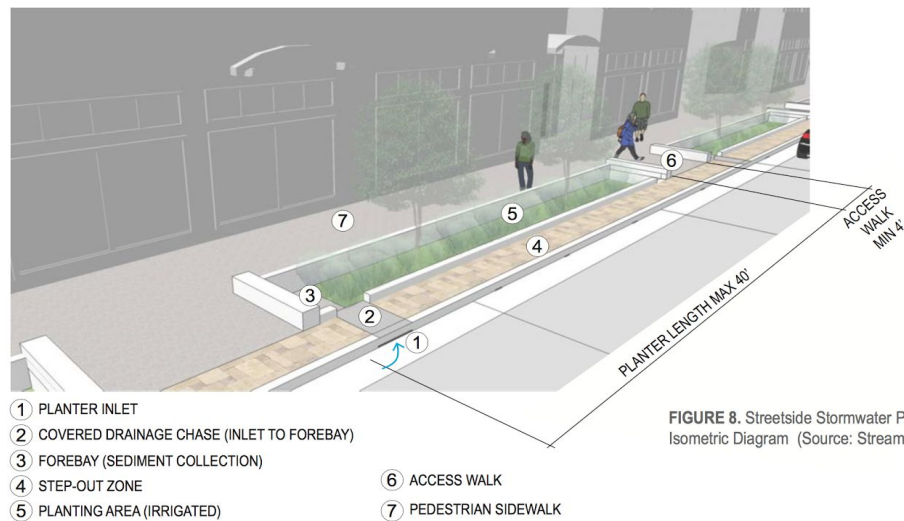


FIGURE 8. Streetside Stormwater Planter  
Isometric Diagram (Source: Stream Design.2015.)



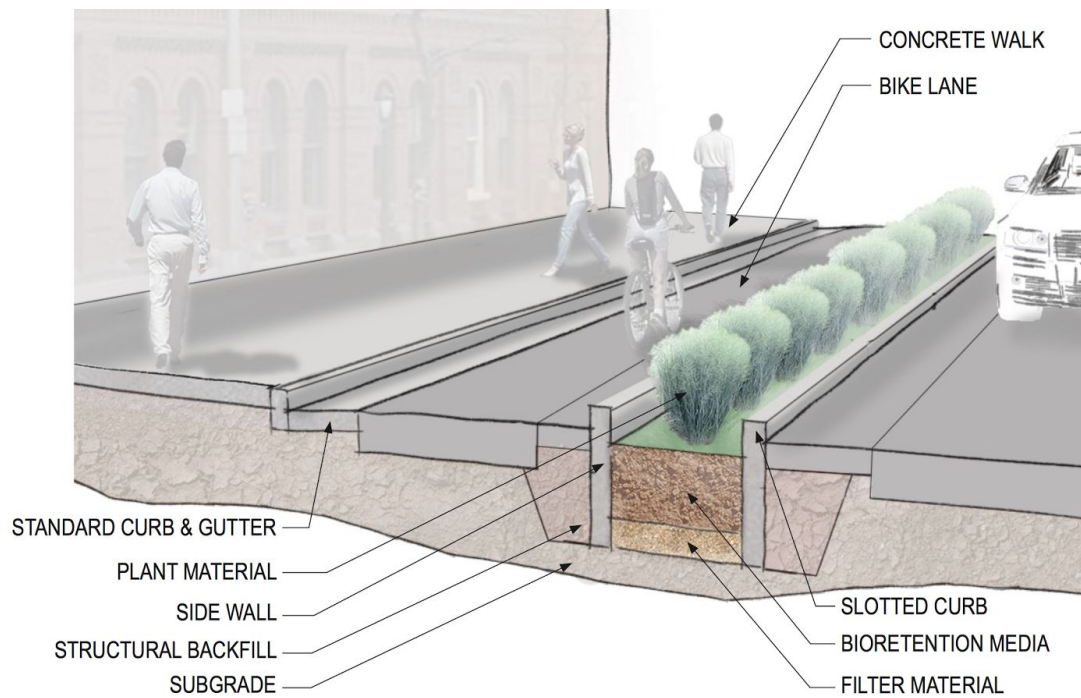


FIGURE 23. Green Gutter  
(Source: Stream Design, 2015.)

## Pedestrian Lighting

Is there abundant lighting on the street intended to provide additional streetscape ambience?

Does the project provide a buffer such as a: Private Amenity Zone – A portion of the Streetscape between the unobstructed Pedestrian Walk (or street) and the building face. This area is reserved for Streetscape Elements that transition between Pedestrian Active Uses within buildings or plazas and the Pedestrian Walk.

Does the project provide a buffer from vehicular circulation: Public Amenity Zone – A portion of the Streetscape between the curb and the unobstructed Pedestrian Walk reserved for Streetscape Elements that serve and enhance the pedestrian experience.



Klyde Warren Park attracts a variety of visitors, including tour groups from the nearby museums. (Photos by the author)



Monday	Tuesday	Wednesday	Thursday	Friday
		Submittal deadline	Initial staff review	
Initial staff review			Staff communicates with applicant/ resubmittal review	
Staff communicates with applicant/ resubmittal review		Revised submittal deadline - 16 copies and 1 electronic copy	Preparation of staff report and packets for the board	
Preparation of staff report and packets for the board		No new information	No new information submitted prior to the meeting	
No new information		Planning Board Meeting - 3 pm		

Timeline for planning and zoning commission review from the city of Denver, Colorado

#### SUBMITTAL CHECKLIST

- ☐ A written narrative describing how the proposed development meets the applicable Design Standards and Guidelines. The narrative should detail how the project conforms to all of the design standards and guidelines.
- ☐ A map showing the location of your building/site.
- ☐ A detailed site plan (to scale and dimensioned) showing the location of the building, property line, site access and circulation, set-backs and all site amenities including a landscape plan, streetscape plan, and civil engineer plan.
- ☐ Photograph(s) showing the project location in relationship to all of the surrounding buildings and context. These photos should include a comprehensive view of the adjacent building elevations and any other existing development or features that could influence the proposed development.
- ☐ Colored and fully dimensioned building sections, floor plans and elevations, including indication of potential future locations for signage. While renderings, models and digital representations are not requirements, you are encouraged to provide sufficient information for the Board to understand the project in the context of the neighborhood surrounds. The Board may request additional information to assist in their review.
- ☐ A list of all external building materials.
- ☐ Color and/or material samples to depict color, texture and material quality for construction, if requested.
- ☐ Other materials as requested.

Examples of infrastructure guideline application submittals from the city of Denver, Colorado